

• BELMONT PUBLIC LIBRARY
MASSACHUSETTS

BELMONT,

• MEETING OF THE BOARD OF TRUSTEES
17, 2009

JUNE

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- The meeting was called to order in the Flett Room at 7:40 p.m. by Chair Matt Lowrie. Present were trustees Mary Keenan, Hal Shubin, and Heli Tomford and Director Maureen Connors. Trustees Elaine Alligoode and David Rich were absent.
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- The minutes for the meeting of May 19, 2009 were amended to read “The trustees voted unanimously to authorize Director Connors and Chair Lowrie to approve the library as an emergency evacuation site for the Wellington School Care program; the motion made by Chair Lowrie was seconded by Trustee Shubin. Director Connors was asked to tell Director Lois Pollock that the library is happy to do this, if we have a program plan....”
- The spelling of Director Pollock’s name was also corrected.
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- **Old Business:** Director Connors reported on the budget noting the transfer of some funds and the return of some funds to the town as required by law.
- Trustee Tomford asked what responsibility the library had for outside maintenance as the east and south sides of the building need attention. Ms. Connors explained that Custodian John Marshall mows the lawn and clears snow, except for the parking lot. Director Connors will contact the Garden Club to determine the extent of their work as in the past this group did the upkeep on the grounds outside the library.
- Town Administrator Tom Younger has given Director Connors the go-ahead to hire a weekend custodian; this hire is vital for opening the library on summer Saturdays.
- The wonderful gift of ten Kindles from Liz and Graham Allison and the procedures for use of this new technology were discussed. Procedures will be carefully reviewed as use commences. The Kindles will be available by the end of July.
- Correspondence with town attorneys indicates that the library may charge for DVDs and keep said funds. At the next meeting, this issue will be explored with three options: free DVDs, a voluntary donation, or a charge for DVDs.
- OBOB (One Book One Belmont) activities and plans were reviewed. Trustee Tomford proposed that Lydia Ogilby/the Ogilby family be featured on one of the posters.
- As the Evacuation Site for the Wellington PTO Student Care Program necessitates the use of the Assembly Room, Chair Lowrie asked that library plans include the procedure to be followed if the Assembly Room is in use when an evacuation occurs.
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- **New Business:** Director Connors reviewed the MinuteMan Library Network process for updating the process for downloadable audio books. Trustee Shubin is working with library staff planning the Website revision.
- Director Connors will contact Sustainable Belmont for recommendations for signage of Idle Free Zones around the library. The trustees will then consider these recommendations.
- The trustees approved having a “Food for Fines” period of nine days (including two weekends) at a date to be determined that coordinates this with the OBOB program as well as the Belmont Food Pantry schedule.
- As the work of the current cleaning contractors is unsatisfactory, Trustee Shubin made a motion that authorizes Director Connors to give notice to M&M Cleaning at an appropriate date to meet the requirements of the contract and to go out to bid for a new contract. Seconded by Chair Lowrie, the motion was voted unanimously.
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- **Committee Reports:** The second sentence of the CORI policy was amended to read:
 - The Belmont Public Library Director must be approved by the Criminal History
 - Systems Board(CHSB). This authorization is conferred pursuant to...
- The amended CORI policy was voted unanimously on a motion by Trustee Shubin, seconded by Trustee Tomford.
- The Friends of the Belmont Library had a very successful annual meeting with Belmont author Dick Lehr as speaker. This group has once again given book awards for excellence and for most improvement in Language Arts to twelve Chenery seventh and eighth graders. Trustee Keenan distributed copies of the Friends budget, noting the major role this group plays in supporting the library.
- It was decided to invite the new Superintendent of Schools to a trustees meeting next fall so he will be aware of the role of the library and the Friends in supporting the schools.
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- Chair Lowrie thanked Trustee Shubin for his work in keeping the trustees informed on the Final Recommendations of the Government Structure Review Committee. These recommendations, a source of concern to the trustees, will be on the agenda at the next meeting of the trustees.
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- Tuesday July 21st was set as the next meeting date.
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- The meeting adjourned at 9:10 p.m.; the motion by Trustee Shubin, seconded by Trustee Keenan, was voted unanimously.
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- Respectfully submitted, Mary E. Keenan, secretary.
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